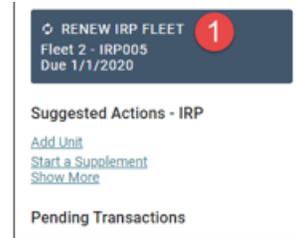




Renew a Fleet

When an account has an eligible fleet ready to renew, the Renew IRP Fleet widget appears in the account dashboard *Suggested Actions* list which directs users to the *Fleet Listing* page (where fleets that meet renewal eligibility requirements display).

1. Select **Renew IRP Fleet**. The *Renew Fleet* page displays.
2. Each account fleet is listed indicating whether it is eligible to renew. Eligible fleets are noted by green checkmarks, and a *Fleet Number/Description* link. Select the link to initiate renewal.
 - A. Select the **Check-In** link to check in the renewal.



The IRP Renewal App initiates, and the *Fleet Year Settings* page displays.

Renew Fleet

Select the desired fleet to start a renewal.

CSV Print Filter records:

Fleet-Description	Type	Expires	Eligible for Renewal	Renewal Form
1 - IRP001	Apportioned-For Hire	12/31/2020		
2 - IRP002	Apportioned-For Hire	12/31/2017		Check-in

Display records 1 - 2 of 2

Review Your Fleet Settings

3. Review **Fleet Type**. Previous year settings pre-fill.
4. Review **Fleet Use**. Previous year settings pre-fill.
5. Enter whether a *Wyoming Intrastate Operating Authority Permit* is held.
6. Select whether the fleet had any actual miles in any IRP member jurisdiction during the prior year reporting.
7. Click + **Save**. The *Fleet Identification* section displays.

IRP Renewal App **Start Renewal**

Fleet Year Settings **A**

ITEM: 2124 Fleet Type:
 Apportioned-For Hire **3**
 Apportioned-Private

User Maintained Text. To be updated by the jurisdictions

ITEM: 2125 Fleet Use:
 Standard **4**
 Household Goods

User Maintained Text. To be updated by the jurisdictions

ITEM: 2126 **5** Does the carrier hold a Wyoming Intrastate Operating Authority Permit?
 Yes No

User Maintained Text. To be updated by the jurisdictions

ITEM: 2127 **6** Did this fleet have any actual miles in any of the [IRP Member Jurisdictions](#) during the 7/1/2018 - 6/30/2019 reporting period?
 Yes No

User Maintained Text. To be updated by the jurisdictions

Effective Date: 4/9/2020 **7** Expiration Date: 3/31/2021 (12 months)

+ Save **× Cancel**

Review Fleet Identification

8. Enter necessary updates to Name, Phone, and Fax.
9. Select **+ Save and Continue**. The *IRP Fleet Addresses* section displays.

IRP Renewal App **Fleet Identification**

Fleet 2
 2021 App 0
 In Progress (4/21/2020)
[Notes](#)

Fleet Year Settings

Fleet Identification

Fleet Addresses

Fleet Contacts

First Established: 4/9/2020

8 Name: April's Showers - Plumbing and Remodeling - Fleet 2

Phone *: 584-059-0395 Ext.: Phone Country *: United States

Fax: Fax Country: United States

+ Save and Continue **9**

Review Your Fleet Addresses

10. Review and make necessary changes to *Fleet Physical, Mailing, or Shipping Address*.
11. Select **+ Save and Continue**. The *IRP Fleet Contacts* section displays.

IRP Renewal App
 Fleet 2
 2021 App 0
 In Progress (4/21/2020)
[Notes](#)

IRP Fleet Addresses

Fleet Physical 10

Select from Address Book
 LV - 1234 The Strip, N Las Vegas, NV, 89030, Clark County

Or [Add Address](#) ▾

Fleet Mailing

Select from Address Book
 LV - 1234 The Strip, N Las Vegas, NV, 89030, Clark County

Or [Add Address](#) ▾

Fleet Shipping

Select from Address Book
 LV - 1234 The Strip, N Las Vegas, NV, 89030, Clark County

Or [Add Address](#) ▾ 11

[+ Save and Continue](#)

Review Your Fleet Contacts

12. Review and make necessary changes.
13. Select **+ Save and Continue**. The *Jurisdictions* page displays. All jurisdiction miles are populated with zeroes.

IRP Renewal App
 Fleet 2
 2021 App 0
 In Progress (4/21/2020)
[Notes](#)

Contact Book for Account 1000

Filter Contact Book

+

Add Contact

Account Contact TEST

1234 The Strip
 N Las Vegas, NV 89030
 123-456-7890
kelvinmorenw@gmail.com

IRP REG Primary Contact 17981

[Relationships](#) [Edit](#)

13

[✓ Save and Complete](#)

Enter Jurisdiction Mileage

14. Enter all miles for the jurisdictions travelled in the prior registration year.
15. Complete the **Enter total distance** field. (You may choose to auto-populate this field by using the Generate from IFTA button).
16. Select **+ Save and Continue**. The *Weights & Units* page displays. All weight groups with units and all registered units display.

IRP Renewal App

Fleet 2

2021 App 0

In Progress (4/21/2020)

[Notes](#)

Fleet Year Settings

Fleet Identification

Fleet Addresses

Fleet Contacts

Fleet Options

Jurisdictions

Weights & Units

Jurisdictions

Enter all US and Canadian distance in MILES

Actual distance for the renewal must be based on the distance that this fleet traveled between 7/1/2018 and 6/30/2019.

Enter the actual distance traveled in each jurisdiction (this may be 0).

Enter the total distance below. This number must match the total of the individual jurisdictions.

Jurisdiction	Distance	Apportioned	Jurisdiction	Distance	Apportioned
AL - Alabama	<input type="text" value="0"/>	0.000%	NJ - New Jersey	<input type="text" value="0"/>	0.000%
AB - Alberta	<input type="text" value="0"/>	0.000%	NM - New Mexico	<input type="text" value="0"/>	0.000%
AZ - Arizona	<input type="text" value="0"/>	0.000%	NY - New York	<input type="text" value="0"/>	0.000%
AR - Arkansas	<input type="text" value="0"/>	0.000%	NL - Newfoundland and Labrador	<input type="text" value="0"/>	0.000%
BC - British Columbia	<input type="text" value="0"/>	0.000%	NC - North Carolina	<input type="text" value="0"/>	0.000%
CA - California	<input type="text" value="0"/>	0.000%	ND - North Dakota	<input type="text" value="0"/>	0.000%
CO - Colorado	<input type="text" value="0"/>	0.000%	NS - Nova Scotia	<input type="text" value="0"/>	0.000%
CT - Connecticut	<input type="text" value="0"/>	0.000%	OH - Ohio	<input type="text" value="0"/>	0.000%
DE - Delaware	<input type="text" value="0"/>	0.000%			
DC - District of Columbia	<input type="text" value="0"/>	0.000%			
NV - Nevada	<input type="text" value="0"/>	0.000%	WI - Wisconsin	<input type="text" value="0"/>	0.000%
NB - New Brunswick	<input type="text" value="0"/>	0.000%	WY - Wyoming	<input type="text" value="0"/>	0.000%
NH - New Hampshire	<input type="text" value="0"/>	0.000%			

14

15 Enter total distance:

16

+ Save and Continue

+ Generate from IFTA

⌚ Shelve for Later

Enter Weight and Unit Changes

17. Add any new weight groups as needed.
18. Add, edit, or delete existing vehicles.
19. Select **+ Save and Continue**. The *Application Fee Summary* page displays.

IRP Renewal App
Fleet 2
2021 App 0
In Progress (4/21/2020)
[Notes](#)

Fleet Year Settings

Fleet Identification

Fleet Addresses

Fleet Contacts

Fleet Options

Jurisdictions

Weights & Units Other Actions ▾

ITEM: 2123
User Maintained Text. To be updated by the jurisdiction.

Weight Groups 17

Hide uses and jurisdictions Filter: Show All ▾ **+ Add Weight Group** Filter records:

Group #	Vehicle Type	Description	Units	Weight	Actions
1	Crane	Crane crane	1	80000 Lbs	Add Unit Edit

Display records 1 - 1 of 1 (filtered from 5 total entries) ← →

Weight Group Legend

ADD UNIT +
EDIT ✓
NON-STANDARD USE ⚠

Weights & Units

Fee Summary

Payment

Receive Credentials

Units 18

(1: 0 added, 0 deleted, 0 updated, 0 restricted) Filter: Show All ▾ Filter records:

+ Add Units

Group #	Type	Unit #	VIN	Year	Make	USDOT	Plate	History	Permanent Cab Card	Temporary Cab Card	Actions
1	Truck	55	1EM2U7268Y2C22785	2006	ABC	1	1000ESA	🕒			Delete

Display records 1 - 1 of 1 ← →

Units Legend

ADDED +
DELETED -
EDITED ✓
REGROUPED ↕
SUPERSEDED ⚡
CREDENTIALS #
UNPAID Ⓞ
WEIGHT CHANGE *
RESTRICTED UNIT !
SHELVED Ⓜ
EXCHANGED ⚡

The Postmark date is used for calculating the late fees for paperwork. If this date is left blank the date will default to today's date. This field is used to calculate late fees for paperwork.

Application Postmark Date: Application Due Date: 5/1/2020

I acknowledge that the application postmark date is after the application due date and I may be charged a late paperwork penalty. 19

+ Validate and Calculate Fees

Review Application Fee Summary

20. Select the **Billing Statement** link to view the billing statement.
21. Select the **Unit Billing Statement** link to generate billing statements broken down by unit.
22. If required materials are missing, Select **Maintain Required Materials** and provide necessary materials.
 - a. All outstanding required materials are listed.
 - b. Upload required documents to attach to the application to view and validate (phase 2).

- c. At this time no changes will show on the maintain required materials page.
- d. After uploading a copy click on the other options button
- e. Click on Required Materials Report and print and mail with the titles for new vehicles

File Application

- 23. Select **+ File Application**. The *Application Fee Summary* page displays.
- 24. **Click + Continue** to confirm filing the application. The *Payment* page displays after the agent has verified the required materials. This may take a few days and you will receive an email from the system when ready to pay.

IRP Renewal App

Fleet 2
2021 App 0
In Progress (4/21/2020)
[Notes](#)

[Fleet Year Settings](#)

Application Fee Summary

Select Continue to confirm that you wish to File the Application. Otherwise select Cancel to return to the Fee Summary.

24

+ Continue

× Cancel

[Other Actions](#)

Before payment has been made you will be able to print any temporary cab cards for added units

Once payment has been made you will be able to print permanent cab cards after the plates are assigned.

Receive Credentials

VIN	Unit Number	Type	Make	Year	Plate	Plate Type	Apportioned Plate	Permanent Cab Card	Temporary Cab Card
1MT2N5334JH025748	330T	ST	MERI	2018	24120P				

Display records
1 - 1 of 1

←
→

Additional Questions?

Contact your carrier representative directly or call (605)773-3314

Email: sdmotorcarrier@state.sd.us